

NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE	CHAPTER <u>Enforcement Operations</u> STATEMENT NUMBER <u>5.09</u>
SUBJECT: ACCESS TO THE DISTRICT OFFICES PROPONENT: <u>Michael McAlister, Acting Director</u> <i>Name/Title</i> <u>Field Services</u> <u>271-5652</u> <i>Office</i> <i>Phone #</i>	EFFECTIVE DATE <u>06/15/07</u> REVIEW DATE <u>02/15/08</u> SUPERCEDES PPD# <u>5.09</u> DATED <u>02/15/06</u>
ISSUING OFFICER: _____ <i>William Wrenn, Commissioner</i>	DIRECTOR'S INITIALS _____ DATE _____ APPENDIX ATTACHED: YES _____ NO _____
REFERENCE NO: NONE	

- I. **PURPOSE:**
To establish security procedures in the district offices to enable staff to perform their duties in a safe and secure environment.
- II. **APPLICABILITY:**
To all staff
- III. **POLICY:**
It is the policy of the Department of Corrections to maintain security and control over departmental facilities to enable employees to effectively carry out their responsibilities in a secure environment.
- IV. **PROCEDURES:**
 - A. Department of Corrections' employees recognized by district office staff or who have produced an identification card verifying their position with the department shall be allowed unescorted access to district office work-space while in the performance of their duties.
 - B. Official visitors or contracted vendors may be allowed access to the district office as needed. Staff may request identification from any visitor as needed..
 - C. Probationers, parolees, or other persons under departmental supervision or control shall not be allowed access to the district office work space unless escorted by a Probation/Parole Officer (PPO), Case Technician, Court Referral Officer or Corrections Counselor/Case Manager.

REFERENCES:

Standards for the Administration of Correctional Agencies
Second Edition Standards

Standards for Adult Correctional Institutions
Fourth Edition Standards

Standards for Adult Community Residential Services
Fourth Edition Standards

Standards for Adult Probation and Parole Field Services
Third Edition Standards

Other

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